



Yolo County Public Agency Risk Management Insurance Authority

AGENDA

YCPARMIA BOARD MEETING

Thursday, January 26, 2023 at 9:00 a.m.

This meeting will be conducted by videoconference and teleconference in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or telephonically. No physical location will be available from which members may observe the meeting and offer public comment. If a member of the public would like to address the Board during the meeting, the person may speak when public comment is requested at the beginning of the meeting and during the discussion of each agenda item.

The following information can be utilized by the public who wish to attend and/or address the YCPARMIA Board of Directors, and public comments can be made as set forth below:

Join Zoom Meeting by Computer

<https://us02web.zoom.us/j/9313261734>

Meeting ID: 931 326 1734

Join by Phone

+1 669 900 6833 US (San Jose)

Voting Member Agencies and Representatives

Member Entity	Board Member	Alternate Board Member
City of Davis	Christopher Bensch	<i>vacant</i>
City of West Sacramento	Amanda Berlin (Vice President)	Liane Lee
City of Winters	Kathleen Trepas (President)	<i>vacant</i>
City of Woodland	Kimberly McKinney	Sheila McShane
County of Yolo	Jill Perez	Alberto Lara
Esparto Unified School District	Rebecca Spiva	Leah Smith

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact our office at (530) 666-4456 or Fax (530) 666-4491. Requests for such modifications or accommodations must be made at least 48 hours before the start of the meeting.

1. Call to Order
2. Approval of Agenda
3. Public Comments
THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY MATTER WHETHER OR NOT IT IS ON THE AGENDA. NO ACTION MAY BE TAKEN ON NON-AGENDA ITEMS UNLESS AUTHORIZED BY LAW. MEMBERS OF THE PUBLIC WHO WISH TO PROVIDE PUBLIC COMMENT MAY DO SO DURING THIS TIME BY VERBALLY STATING THAT THEY WISH TO MAKE A COMMENT. YOUR STATEMENT WILL BE NOTED AND YOU WILL THEN BE RECOGNIZED BY THE YCPARMIA BOARD PRESIDENT. COMMENTS WILL BE LIMITED TO FIVE MINUTES PER PERSON, TWENTY MINUTES IN TOTAL.
4. Communications
 - A. Board Members
 - B. Executive Director (p. 3)
5. Consent Calendar
 - A. Approval of December 8, 2022 Minutes (p. 5)
6. Action Item
 - A. Administrative Assistant I/II Job Description (p. 9)
 - B. Administrative and Claims Analyst - Remote (Part-Time) (p. 15)
 - C. Policy and Procedure A-5: Conflict of Interest Code (p. 19)
7. Information Items:
 - A. New Liability Claims (p. 24)
 - B. Closed Liability Files (p. 26)
 - C. Upcoming Meetings: (p. 28)
Next Meeting - March 23, 2023, in-person at YCPARMIA office
Board Retreat - March 10 and March 24, 2023, in person at County HHSA Building
8. Adjournment